



Creating a WAMS Account



January 2016



This 90 second video will walk you through creating a WAMS account.

What is a WAMS ID?

The State's Web Access Management System (WAMS) allows authorized individuals to access—using the same means of identification—all secured State internet applications to which they have been granted permission.



The State's Web Access Management System (WAMS) allows authorized individuals to access—using the same means of identification—all secured State internet applications to which they have been granted permission.

Why do I need a WAMS ID?

To protect your privacy and the privacy of others, you will be asked to register for a Wisconsin User ID to access restricted information or services available from the Department of Public Instruction.



To protect your privacy and the privacy of others, you will be asked to register for a Wisconsin User ID to access restricted information or services available from the Department of Public Instruction. Once the ID is created it will be used to grant permissions for various secure DPI applications. When you log in to the secure system, your Wisconsin User ID and password verify your identity so that we can provide you with access to the appropriate information and services while preventing access by unauthorized individuals.

Creating a WAMS ID

Begin by going to: <https://on.wisconsin.gov/WAMS/home>



[Wisconsin User ID](#)

Wisconsin User ID Web Access Management System (WAMS)

The State's Web Access Management System (WAMS) allows authorized individuals to access State Internet applications using the same means of identification for all State Web applications. For example, a citizen can use the same Wisconsin User ID and password to access coverage/training portals and Emergency Relief Application Subsystem.

When access to information or services is restricted to protect your privacy or the privacy of others, you will be asked to provide a Wisconsin User ID and password. Your Wisconsin User ID and password verify your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

Please note that only certain types of information will be stored in your user profile, as described in the [User Profile Privacy Statement](#). Your user profile will never collect or store information about you, such as your driving history, tax information, unemployment compensation or vehicle registrations.

[Self-Registration](#) (Request a Wisconsin User ID and Password)

Self-Registration allows you to obtain your personal Wisconsin Login Account. This is your key to doing secure business with the State of Wisconsin over the Internet. This account belongs to you. It does not belong to your current employer.

Note: You must provide a valid, unique e-mail address to self-register for a Wisconsin Login Account. Correspondence regarding your Wisconsin User ID, password or other information about your Wisconsin Login Account will be sent to this e-mail address.

[Profile Management](#)

Profile Management allows you to change your account information, e-mail address, password and other information.

[Logout](#) (Terminate your account session)

Logout shuts down your current session. To access a secured application you will have to log in again.

Note: If Logout takes you to the Login panel, you are already logged out of the account session and no action is needed.

[Account Recovery](#) (Forgot your Wisconsin User ID or password)

Account Recovery is used to restore access to your account if you can not remember your password or your Wisconsin User ID.

Note: You must know the answer to your secret question and you must have access to the e-mail address in your account. A link provided in an e-mail is used to continue Account Recovery.



To create a WAMS ID begin by going to the WAMS home page.
This is the link to the WAMS home page.

Creating a WAMS ID

Select “Self Registration.”

[Self-Registration](#) (Request a Wisconsin User ID and Password.)



In the middle of the page locate the hyperlink for “Self Registration”.

Creating a WAMS ID

First you will need to Accept their Acceptance Agreement

**Wisconsin Web Access Management System
User Acceptance Agreement**

Accept

Decline



The first step in creating an WAMS ID is to accept the User Acceptance Agreement

Creating a WAMS ID

Enter in your demographic information



[Logout](#) [Help](#) [FAQ](#)

Self-Registration

* Indicates Required Field

Profile Information	
First Name	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name	<input type="text"/>
Suffix	<input type="text" value="e.g., JR, SR, III, IIII"/>
E-Mail	<input type="text" value="username@host.domain"/>
Phone #	<input type="text"/>
If you provide address information it must be complete and correct. A United States Postal Service data base is used to verify each address.	
Home Residence Address	
Street	<input type="text"/>
Unit Number	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="Select a State"/>
Zip Code	<input type="text"/>
Home Mailing Address	
<input type="checkbox"/> Mailing Address is the same as Residence Address.	
Address(1)	<input type="text"/>
Address(2)	<input type="text"/>



Once you accept their agreement you will be taken to a page to enter in your demographic information.

Creating a WAMS ID

Choose your login credentials

Account Information	
Your User ID must be between 5-20 characters and CAN be a combination of letters and numbers. Your Password must be between 7-20 characters and MUST contain a combination of letters and either numbers or special characters (except the @ sign). User IDs and Passwords are case sensitive.	
User ID	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

Account Recovery	
Compose a question and answer for account recovery purposes. Click here for Guidelines.	
Secret Question	<input type="text"/>
Answer to Secret Question	<input type="text"/>



Next choose a USER ID and password as well an account recovery secret question and answer.

Creating a WAMS ID

Email Verification



Self-Registration

You are now ready to proceed to **Part Two** of the self-registration process. Click on the Web link contained in the e-mail you will receive shortly.

Follow the Web link in the e-mail to activate your Wisconsin Login Account.

Important!: We highly recommend that you continue with Part Two at this time. You **must** complete Part Two within four (4) days.

Note that if you do not activate your account within four (4) days, the account will be deleted and you will have to begin the self-registration process over.

Remember and protect your Wisconsin User ID, Password and Secret Answer. They are your keys to doing secure business with the State of Wisconsin over the Internet.

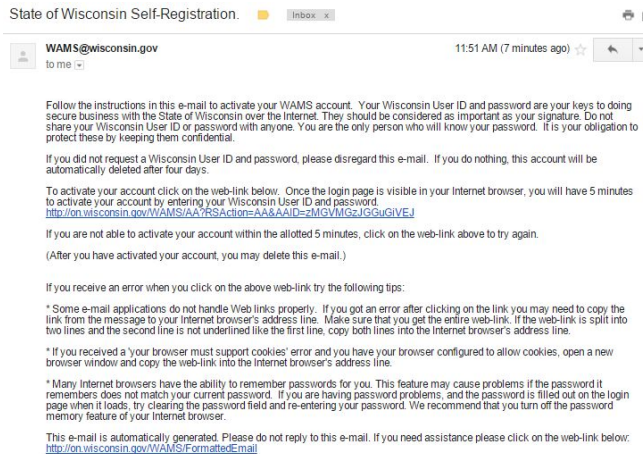
For assistance send an e-mail to [Help Wisconsin Support](#)



Once you have completed the required information you will receive a message about proceeding to step 2.
Step two is going to your email inbox of the address you provided on the registration page.

Creating a WAMS ID

When you receive a confirmation email from the WAMS system, follow the link given to log in and verify your account.



To activate your account click on the web-link in the email from WAMS@wisconsin.gov.

Once the login page is visible in your Internet browser, you will have 5 minutes to activate your account by entering your Wisconsin User ID and password. You must activate your new WAMS account within 4 days of completing the registration. If you do not, you will need to start the process over.



Creating a WAMS Account



Rev Date



Thank you for watching this video on how to create a WAMS account.